

Career Opportunity Project Specialist

Classification: 28

Salary Range: \$56,566-\$91,928

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Clerk's Office in Detroit and reports to the Director of Information Technology (IT). The employee's broad areas of responsibility include: ensuring the successful and timely completion of all projects using efficient Project Management methodologies; coordinating and managing project time lines to ensure that project milestones are met and documenting the project from conception through customer sign-off.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Under the direction of the Director of IT, meets with Court Unit Executives or their designees to assist in the development of program proposals. Initiates, plans and tracks progress of all Court projects. Facilitates working sessions with members of the project teams, provides training in project management to employees of the Court.
- Analyzes the project or problem to be solved, along with other team participants, and actively contributes to development of solutions.
- Develops and updates a time line, project plan, risk mitigation plan, communication plan, resource requirement, project cost and other project management related documentation for each project. Ensures project meetings are regularly scheduled and properly documented.
- Manages multiple projects simultaneously with consistency to ensure task deadlines are met at each stage through completion. Performs the day-to-day management of all phases including: gathering requirements, designing, developing, testing and deploying solutions.
- Monitors progress of each project, modifying the time line, when necessary, with agreement of the project leaders and team members. Delivers each project on-time, within budget, on scope and with high quality meeting stakeholder requirements.
- Ensures that meeting minutes and project documentation are accurately kept and distributed to the project team members, sponsors and other appropriate personnel receive in a timely manner. Ensures change management methodologies are followed for new and ongoing Court projects.
- Acts as a liaison between Court Unit Executives, area managers, other project sponsors and the project or development team. Regularly updates the Director of IT on progress and unforeseen needs of the project teams, risks analysis, status, requirements that may impact strategic direction.
- Develops documentation in the form of handbooks, detailing all project office processes and procedures, and facilitates user acceptance testing.
- Updates Court documentation to include process and procedure handbooks as changes occur.
- Perform other duties as assigned.

QUALIFICATIONS

Required: A degree in a related field from an accredited university and a Certificate in Project Management. A minimum of three years progressively responsible experience in Project Management and Project Documentation using accepted Project Management methodologies. At least two of the three years experience must be as a Project Manager on large scale projects and be equivalent work at the CL-27 level. Experience coordinating and managing project time lines from conception through customer sign-off. Ability to read and analyze blueprints, shop drawings, CAD drawings, contracts and specifications. Experience using Windows Professional Suite and project management software.
Preferred: Prior court experience and a degree in Project Management from an accredited university.

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** (located on the Court website) to the address at the left. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. A general skills assessment test will be administered. Only those applicants selected for testing will be contacted.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

*Announcement
Number: 08-04*

*Date Posted: February
28, 2008*

*Closing Date: Until
Filled*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: Project Specialist